



HAGLEY CATHOLIC HIGH SCHOOL



Careers Education, Information, Advice and Guidance (CEIAG) Coordinator – Job Description

Post Title: Careers Education, Information, Advice and Guidance (CEIAG) Co-Ordinator

Scale: Grade 5, Spinal Column Point 12 - 17

Hours: 30 hours per week, 39 weeks a year (term time only including 3 training days and 2 days to be worked on the examination results days in August)

Salary: £21,589 - £23,836 full time equivalent, actual salary £14,971 - £16,529

Reporting to: Assistant Principal, SLT, Heads of Year

Main Purposes of Role:

To work under the guidance of the Assistant Principal and lead and manage Careers Education, Information, Advice and Guidance, to be responsible for the delivery of Hagley Catholic High Schools work experience programme, work related learning and independent and impartial careers advice service. To provide CEIAG to staff and students to ensure CEIAG delivery in the Academy, working with Academy staff and outside agencies. To set and monitor work placements. To support young people on placements. To provide administrative support as required. To ensure the Academy is adhering to the stator guidance for careers guidance and access for education and training providers and working towards meeting the 8 Gatsby benchmarks.

Key Accountabilities

Careers Education:

- Provide a long-term plan of careers education for all year groups to show pathway of careers education.
- Develop and quality assure appropriate schemes of work and lesson plans for the delivery of careers education for all year groups. This will include developing, in conjunction with the Teacher in Charge of Citizenship/PHSE, a structured curriculum programme to include a centrally planned programme of Careers Education events, Careers Fairs and off-site Careers-related activities.
- In conjunction with the Teacher in Charge of Citizenship/PHSE, to develop the teaching quality of staff delivering Careers Education, providing training so they are equipped to deliver specific activities in citizenship lessons and tutor time.
- Differentiate careers education and guidance to meet the demands of all groups of pupils including SEND and the more-able.
- Provide opportunities for pupils to discover pathway options through organised events and enrichment activities including external events such as the Skills Show and whole school events such as careers fayres.
- Create careers-related half-termly updates for the school newsletter.
- Lead the production of the annual Careers Development Plan including a strategic review using labour market intelligence whilst contributing to the whole school SEF.
- Actively promote aspiration and support young people to economic independence.
- Liaison with external agencies, such as other ContinU schools, to co-ordinate events and training.
- Attendance at local network meetings.

Work Experience/Education Visits:

- Manage the KS4 and KS5 work experience programme including all employer health and safety checks, risk assessments and work placement contracts.

Semper Fidelis – “Always Faithful”
In Jesus we live, learn and serve

Together we are committed to excellent education for all rooted in Gospel values, inspiring a love for life-long learning and following the compassion of Christ.

- Visit work placement employers prior to and during placement to ensure safeguarding and health and safety requirements are being fulfilled and ensure quality learning experiences are taking place.
- Planning, implementation and delivery of any PHSE/Tutorial Programme resources on the World of Work across the key stages or development of resources for Tutors to deliver to pupils.

Enterprise and Employability:

- Develop and embed close links with local, national and eventually international businesses/employers.
- Plan and implement enrichment opportunities to develop enterprise and employability skills both internally and externally.
- Source and bid for external funding to ensure that opportunities are maximised for young people at Hagley Catholic High School.
- Engage with a variety of employers to offer pupils real contact with the world at work, including planned assemblies and off-site visits.
- Actively develop industry links e.g. local Chambers of Commerce.

Information, Advice and Guidance (IAG):

- Ensure all KS4 pupils receive relevant 1:1 IAG to inform their future pathways.
- In conjunction with the Tutor Teams, to assist pupils to draw up individual action plans to help them achieve their education, employment and training aspirations.
- Ensure timely and accurate information is shared with pupils, parents, staff and partners including CEIAG bulletins, parent packs and the school website.
- Use available data for the early identification of pupils at risk of not progressing to a positive destination and proactively supporting these pupils through interventions and tracking.
- Provide support and guidance to pupils with their progression routes.
- Reduce the number of NEETS on an annual basis.
- Delivery of careers guidance.
- The Co-ordination and Quality Assurance of any externally delivered IAG.
- Train teaching and support staff by leading on relevant CPD seminars.
- Contribute to Education Health Care plans to support transition of statemented pupils.
- Share information to support transition and ensure confidentiality within agreed parameters.
- Track post-16 and post-18 destinations.
- To attend parents' evenings and other school events as required.
- To be available on A Level and GCSE results and Open Days to give support and advice.
- Set up an alumni and bring in ex-pupils as motivators.

Student Leadership Through Careers, Business and Enterprise:

- Develop and embed high quality pupil leadership through careers, employment and industry opportunities.
- Develop a routine programme of enterprise activities to encourage pupil leaders.
- Work to develop leadership across the school.

Supervision of Sixth Form Students:

- The CEIAG Coordinator/Advisor will be based in the SFSC and will be required to supervise Sixth Form students in this venue, including taking registers for students on Supplement study periods.



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Health and Safety:

- Be aware of the responsibility for personal health and safety and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with health and safety.
- **Be aware of, and comply with the policies and procedures relating to safeguarding including child protection.**

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development which may lead to increased efficiency in the day to day running of the school.
- Participate in the performance review processes.

General:

- During time of heavy workloads or on other occasions, respond to any reasonable request from the Principal, Line Manager or member of the Leadership team.
- Set a good example in terms of personal presentation, attendance and punctuality.
- Contribute to the overall ethos and aims of the school.
- Undertake first aid training and operate as a nominated first aider if requested by the Line Manager.
- Operate with the utmost respect of confidentiality and not divulge sensitive and personal information to third parties.
- Be loyal to the mission and vision of the school.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- Pay due regard to the Catholic nature of the school.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holders professional responsibilities and duties. As a Catholic school the Academy Committee are the employer and the successful candidate will be required to sign the Catholic Education Service's contract of employment (further details on request).

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Special Conditions:

Hagley Catholic High School is a member of The Saint Nicholas Owen Catholic Multi Academy Company, which is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Disclosure and Barring Service check and medical clearance.

CEIAG Coordinator – Person Specification

| | Essential | Desirable | How Evidenced |
|---|-----------|-----------|---------------------------|
| Experience | | | |
| Previous experience of providing careers, education, information, advice and guidance | • | | Application and Interview |
| Careers and employability experience in an educational setting | • | | Application and Interview |
| Experience of working with employers and building long-term productive relationships | • | | Application and Interview |
| Experience of developing employability skills with others | • | | Application and Interview |
| Experience of setting up and maintaining records and tracking systems | • | | Application and Interview |
| Experience of setting up and running events such as seminars or careers events | • | | Application and Interview |
| Experience of supervising students and managing behaviour | • | | Application and Interview |
| Qualifications/Training | | | |
| 5+ GCSE's or equivalent at grades 4/C or above including English and Maths | • | | Application and Interview |
| Level 4 or above qualification in Careers Guidance | • | | Application and Interview |
| Evidence of up to date professional development | • | | Application and Interview |
| Educated to degree level | | • | Application and Interview |
| Level 6 qualification in Careers guidance or willingness to work towards achieving this level | | • | Application and Interview |
| Practical Skills | | | |
| Attention to detail and to think strategically | • | | Application and Interview |
| Ability to communicate effectively to a variety of audiences | • | | Application and Interview |
| Ability to plan effectively | • | | Application and Interview |
| Ability to evaluate | • | | Application and Interview |
| Ability to generate accurate data and destination reports | • | | Application and Interview |
| Honesty and integrity | • | | Application and Interview |
| Ability to effectively develop relationships with all stakeholders | • | | Application and Interview |
| Ability to manage time effectively and manage deadlines | • | | Application and Interview |
| Discretion | • | | Application and Interview |
| Flexibility | • | | Application and Interview |



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| Resilience | • | | Application and Interview |
| Energetic, engaging and enthusiastic | • | | Application and Interview |
| Embracing accountability | • | | Application and Interview |
| Ability and initiative to find successful solutions to problems | • | | Application and Interview |
| Confident in classroom environment | | • | Application and Interview |
| Personal Qualities and Attributes | | | |
| Ability to form strong and effective links with people at all levels including pupils, parents, staff and employers | • | | Application and Interview |
| Commitment to making a difference | • | | Application and Interview |
| Commitment to maintaining the caring and supportive ethos of the school | • | | Application and Interview |
| Commitment to the safeguarding of children and young people | • | | Application and Interview |
| Commitment to supporting the Catholic life of the school | • | | Application and Interview |
| Safeguarding | | | |
| To comply with the school's commitment to the protection and safeguarding of children | • | | Interview |